

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday February 27, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

## MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers  
Commissioner Betsey Nash, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty

### 1. Call to Order/ Flag Salute/ Roll Call

Commissioner Bergman called the meeting to order at 9:05 A.M. and led the flag salute.

### 2. Public Comment Period

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

### 3. Minutes

January 23, 2013

Commissioner Chapman moved to approve the January 23, 2013 regular meeting minutes as written; the motion carried 5-0-0.

### 4. Reports

#### a. Commission President

President Bergman: no report.

#### b. Commission Counsel

Tim McNulty: no report.

#### c. Commission Secretary

Commission Calendar

Tami Douglas-Schatz: stated that the hearing calendared for March was settled and no further dates were needed.

Job Class Specification Process

Tami Douglas-Schatz: introduced Personnel Analysts Ken Tasseff and Mark McKibben presented a training session for the Commissioners as well as the general public.

There were many questions and comments during the presentation, which lasted approximately 20 minutes. The official recording is posted and the presentation can be viewed online by using this link: <http://www.slocounty.ca.gov/Assets/PE/CSC/CSC+Supporting+Docs/2-27-2013+Classification+Orientation.pdf>

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President Bergman: Thanked Mark McKibben and Ken Tasseff for a good presentation and confirmed with Ms. Douglas-Schatz that Secretary's time was concluded.

**5. Job Class Specification – Revised**

Buyer I and II

Mark McKibben introduced Cody Van Dorn from General Services Agency Purchasing Department and explained the need for the revision to the job specification. After much discussion among HR, the Commission and SLOCEA General Manager Kimm Daniels, the Commission directed staff to maintain the core concepts as recommended and submit revisions for review next month. The Commission also requested a report regarding a training plan for the new duties expected of existing staff.

**6. Job Class Specification – New**

Senior Buyer

Personnel Analyst Mark McKibben presented a new specification to the Commission and after discussion, Commissioner Caruthers made a motion to approve the specification as amended; Commissioner Tappan seconded; the motion carried 5-0-0.

**7. Adjournment**

Being no further business, President Bergman adjourned the meeting at 10:21 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*